

# ECF MAILGRAM

## E-GOV ACT—IMPORTANT INFORMATION!

***We continue to find documents filed that violate the E-Gov Act and the court's Local Rule 10.1(h) regarding redaction. Under the E-Government Act, parties may not file unsealed or unredacted documents containing any of the following information:***

- 1) Social Security Numbers***
- 2) Financial account numbers***
- 3) Dates of birth***
- 4) Names of minor children***
- 5) Home addresses***

***Also, parties must exercise caution in filing unsealed or unredacted documents with the following information:***

- 1) Other personal identifying numbers such as driver's license numbers***
- 2) Information concerning medical treatment or diagnosis***
- 3) Employment history***
- 4) Personal financial information***
- 5) Proprietary or trade secret information***
- 6) Information concerning a person's cooperation with the government***
- 7) Information concerning crime victims***
- 8) Sensitive security information***

***PLEASE NOTE: It is YOUR responsibility to redact information—the clerk's office cannot check every document and does not redact information!***

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### STATISTICS

1690 attorneys  
have registered  
for ECF

783 docket  
entries by  
attorneys in  
May 2005

## Credit Card Payments

Two hundred thirty-three attorney firms have registered to pay fees by credit card! If you have not registered, we urge you to do so!! **Registration will be mandatory in the near future.** Application forms are available on our website (www.iand.uscourts.gov). They must be completed and returned to:

U.S. District Court  
Financial Department  
101 First Street SE  
Cedar Rapids, IA 52401

**NOTE: DO NOT E-FILE YOUR CREDIT CARD APPLICATION FORM!!**

**REMINDER: A new form must be submitted when credit card information (e.g., card number and expiration date) changes!**



## E-MAIL

Many of your NEFs have been returned to us because your mailbox is full. Although we make every effort to notify you either by telephone or fax when this occurs, you could be missing vital deadlines. Please check your email periodically to make sure you are not over the space limits for personal mail files, listed by your internet service provider.

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## CIVIL CASE OPENING

Iowa Northern is one of four courts in the nation allowing attorneys to open their own civil cases. Other districts using this policy are Iowa Southern, California Eastern and Texas Southern.

Requirements for civil case opening privileges include attendance in our ECF-201 class (or completion of Iowa Southern's training) and a credit card authorization on file with our court.

## PDF HEADERS

Beginning **Monday, June 13, 2005**, filings will have case information printed at the top of the documents. The case number, document number and date filed will be imprinted on every pdf document.

## TRAINING

C.L.E. credits have been approved for our ECF-101 and ECF 201 classes. If you are interested in either class, please contact one of our offices:

Cedar Rapids: Classes held on Thursdays. Call (319) 286-2300  
Sioux City: Classes held on Tuesdays. Call (712) 233-3900.

## HELPFUL HINTS FOR ATTORNEYS/STAFF

- **Motions:** If you are filing something that requires court action, use a **Motion** event when you docket it. Please do not docket a "status report" and then text in that you are also seeking court action (*e.g.*, "and request to release detained material witnesses").
- **Briefs:** **Briefs** are an attachment to the underlying motion. Please do not docket them as a separate docket entry!
- **Proposed Orders:** The docketing supervisors would like to again remind everyone about submission of proposed orders. Proposed orders should be in WORD or WORD PERFECT format so the judge can modify them if necessary. They must be e-mailed to **ecf-mail@iand.uscourts.gov**. It will expedite processing of your order if you include the case caption and number in the e-mail subject line. Proposed orders will not be considered if they are filed as attachment to motions filed via ECF.
- **Attachments:** Please make sure you name **attachments!** Exhibits, briefs, *etc.* each must be scanned separately and filed as attachments to the underlying motion. Please do not save/scan the supporting documentation at the end of the motion and file it as one document.